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**From:** Keith Talbert [KTalbert@visitokc.com]  
**Sent:** 10/23/2017 7:25:25 PM  
**To:** Troche, Luis [Troche.Luis@epa.gov]  
**Subject:** RE: Cheat Sheet for Scoping Venues for CEC Council Session

Hi Luis,

We will visit the Skirvin Hilton on Thursday for the site visit. The Skirvin probably called you to understand your meeting space better. I had asked the hotels to not contact you before the site visit so there wouldn't be any confusion. Have you chatted with them yet?

Keith

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**From:** Troche, Luis [mailto:Troche.Luis@epa.gov]  
**Sent:** Monday, October 23, 2017 11:36 AM  
**To:** Keith Talbert <KTalbert@visitokc.com>  
**Subject:** Cheat Sheet for Scoping Venues for CEC Council Session

Hi Keith,

I created a cheat sheet to help me take notes when we cope venues. I thought you might find it useful. It is way simpler than the table the Secretariat uses for their actual set up plan.

I got a call from the Skirvin—I presume we will visit it? Or I can visit it on my own if you prefer. But, I presume they are calling me in response to your coordination so I'll wait to respond until I see your latest master schedule for the visit and get your advice.

Best Regards,

Luis